

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
NOVEMBER 14, 2018

- I. **CALL TO ORDER/GREETINGS:** The public session meeting was called to order by D. Lynn Newman, President, at 1:04 p.m. President Newman called for the approval of October 10, 2018 Meeting Minutes – motion was made and tabled for corrections.

Board Members Present:

D. Lynn Newman, President; Wayne Cooper, Esq., 1st Vice President; Dr. Camille Bryan, 2nd Vice President; Michele Kutta, Board Secretary; Mark Bailey; Dr. Ahmed Elzaree; Victor C. March, Sr.; Lynn Shuppel; Robert Bradshaw; and Robert Lang.

Board Members Absent:

Kirk Helfenbein

Board Staff:

Gail V. Tucker, Executive Director; Thomas Anderson, Health Occupations Inspector; Eula Gautreaux, Licensing Chief; Lisa Woods, Office Secretary; Carla Boyd, Esq., Board Counsel.

- II. **PRESIDENT’S REMARKS:** President Newman welcomed everyone to the open meeting.
- III. **ADMINISTRATIVE REPORT:** Gail V. Tucker, Executive Director (ED), reported on the New Members Orientation which took place on October 15 and shared valuable information obtained from the training. We are continuing to make progress on the redesign of the web site. A wiki library and calendar is in the making and will be managed by Dr. Lang, Director, Health Occupations Boards and Commissions.

The Boards and Commissions will be responsible for shared costs for renovating three conference rooms, which will include updated furnishings, WiFi, microphones, and TVs.

The Office of Governor’s Appointments has 5 consumer Board vacancies in 2019. Interested consumers should contact Kim Bennardi at 410-767-4049.

Ms. Tucker stated that she would be remiss if she did not address the commentary expressed at the conclusion of the last Board meeting. The Board took very seriously the unflattering remarks regarding the lack of accessibility to the Board office staff. Although no voicemail messages were recovered, as an added layer of communication, Ms. Tucker instructed staff to include an email address in their voicemail message. Further, Ms. Tucker just recently obtained a Board cell phone to address emails and forward time-sensitive correspondence, when away from the office. She reiterated that high-quality customer service is demonstrated and paramount.

Licensing Chief Eula Gautreaux reported the following – **Transport Services:** 33 renewed, 16 not renewed. **Crematories:** 37 renewed (100%). **Crematory Operators:** 176 renewed, 22 not renewed. Current renewal period – exp. 11/30/18 – Corporation-57; Establishment-304; Courtesy Card-63; Funeral Director-8; and Surviving Spouse-9.

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NOVEMBER 14, 2018

IV. **COMMITTEE REPORTS:**

- a. **Executive Committee** – No Report.
- b. **Family Security Trust Fund Advisory Committee** – Chair Victor C. March reported, there is currently \$1,095,072.94 in the Fund.
- c. **Pre-Need Committee** – No Report.
- d. **Establishment Committee** – The Committee voted to retain only inspection forms and dispose of all other paperwork after the Board signs off on inspections and letters are disseminated, due to the lack of space within the Board’s filing system.

Chair Dr. Ahmed Elzaree reported on the following establishments:

- i. **Establishment** – Dr. Elzaree moved for approval of full establishment. Motion was second and approved for the following:

Fleegle and Helfenbein Funeral Home, P.A. for full establishment
Bradley Duffy Funeral Home, PA for full establishment
R. Bowman Funeral Services, PA for full establishment
McComas Funeral Home, PA for a full establishment

- e. **Licensure Committee** – Chair Michele Kutta reported that on October 24, 2018, 18 applicants took the jurisprudence exam and 22 applicants took the practical exam.

Ms. Kutta reported on the following:

- i. **Apprentice** – Ms. Kutta moved for approval of apprentice licenses. Motion was seconded and approved for the following:

Lavon Lucas of Compassion and Serenity Funeral Home
Nikita Ogard of Evans Funeral Chapel

- ii. **Mortician** – Ms. Kutta moved for approval of mortician’s licenses. Motion was seconded and approved for:

Alexandra McAllister
Mark Law
Kimberlee McMahan

- iii. **Funeral Director** – Ms. Kutta moved for approval of Steve Fantl for funeral director’s license. Motion was seconded and approved.

- iv. **Registered Transporters**- Ms. Kutta moved for approval of registered mortuary transporter permits. Motion was seconded and approved for the following:

Russell Andrew Sliger of Russell Andrew Sliger MTS

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NOVEMBER 14, 2018

John R. Sliger of Russell Andrew Sliger MTS
Lacey Davis Sliger of Russell Andrew Sliger MTS

- v. Courtesy Card – Ms. Kutta moved for approval of Jordan Fenner for courtesy card. Motion was seconded and approved.

- f. **Continuing Education Units Committee** – Chair Lynn Shuppel reported on the following CEUs. The motion was seconded and approved.
1. NFDA – The Relevance of Restorative Art – Online –3 CEU’s.
 2. David L. Bednar – 2018 Annual OSHA Required Training – November 7, 2018 – 2 CEU’s.
 3. Batesville Casket Co. – Cremations & Business Planning – November 13, 2018 – 3 CEU’s.
 4. Earl L. Canapp – FTC Rule – January 7, 2019 – 1 CEU.
 5. Earl L. Canapp – Cremation – Required Authorizations & Disposition of the Body – January 21, 2019 – 1 CEU.
 6. Earl L. Canapp – Maryland Statue and Regulations – February 40, 2019 – 1 CEU.
 7. Earl L. Canapp – Funeral Directors and Morticians – February 18, 2019 – 1 CEU.
 8. NFDA – Five Important Etiquette Tips for Professionals – November 8, 2018 – 1 CEU.
 9. NFDA – Approaching Trauma Cases with Confidence – Online – 3 CEU’s.
 10. Funeral CE – Understanding Maryland Pre-Need Law – Online – 1 CEU.
 11. Richard Newman Funeral Industry Seminar – December 19, 2018 – 2 CEU’s.
- V. **NEW BUSINESS:** Vladimir (Vlad) Konstantinov, IT Specialist, offered an explanation on the issuance and expiration dates found on the current licenses. Vlad will look into alternative solutions for better clarity.
- VI. **OLD BUSINESS:** ED Gail Tucker reported on the BMFD Newsletter. Articles of interest and announcements relative to the industry are due by Friday, November 30th. She also noted that the Board has not published a Newsletter since 2010.

Applications for Board Seat Appointments are due by Monday, November 19th.

For establishments that are renewing, there is no need to contribute to the Family Security Trust Fund – it has reached its \$1M ceiling. Any update to the FSTF can be found on the web site.

- VII. **FOR YOUR INFORMATION:** The final vehicle inspections for 2018 will take place on the Eastern Shore on Thursday, November 15th from 9:30 – 11:30 a.m.
- VIII. **LEGISLATIVE/REGULATION UPDATE:** A Legislative/Regulation presentation is scheduled in December to inform and prepare Board members for the upcoming session.

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
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NOVEMBER 14, 2018

- IX. **Adjournment:** With no further business, on a motion by President D. Lynn Newman and properly seconded, the Board unanimously voted to conclude the meeting at 2:30 p.m.

Respectfully submitted,

Lisa N. Woods
Office Secretary